

**U.S. EMBASSY KUWAIT
VACANCY ANNOUNCEMENT NO. 005-14**

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: BUDGET ANALYST
FSN-405-10*; FP-05 (steps 5 through 14)**

OPENING DATE: March 11, 2014

CLOSING DATE: March 24, 2014

WORKING HOURS: FULL-TIME; 40 hours/week

SALARY: Full Performance Level:
Not-Ordinarily Resident (NOR):
US\$48,822 p.a. through US\$63,702 ; Position Grade: FP-05
(steps 5 through 14)
(** Final grade/salary to be determined by HR/OE –
NEA/EX/HRD)

Ordinarily Resident (OR): KD13,952 p.a. (Starting Salary)
Position Grade: FSN-10
* Actual grade and salary will be based on the
qualifications of the applicant.

IMPORTANT NOTE

All U.S. Citizens (USEFMs, EFM's or MOHs as defined below) of U.S. Government Employees assigned to the Mission and under Chief of Mission (COM) authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kuwait is seeking an individual for employment in the position of Budget Analyst in the Financial Management Office.

BASIC FUNCTION OF THE POSITION

The incumbent is responsible for the full spectrum of responsibilities for budget formulation, analyzing requirements and shortfalls for International Cooperative Administrative Support Services (ICASS) and Local Guard Program (LGP) which provides administrative services to 20 ICASS participating agencies. The ICASS and LGP component of the post budget is approx. 60% of the total post budgets. The incumbent reports directly to the Financial Management Specialist and serves as Acting Financial Management Specialist in his absence.

Duties Include

The incumbent prepares the ICASS and LGP budgets, and is responsible for various financial management and accounting activities. It includes budget formulation, financial planning, allotment accounting and budget execution for Department of State ICASS (\$7.3 million) and LGP (\$5.7 million) budgets. Salary costs are roughly 80% of the total budget, which requires intense analysis of payroll expenses for a total of roughly 235 ICASS and LGP local employees. Conduct periodic review of ICASS and LGP allotments by each function and object codes. This action will determine any shortfalls or surpluses. The incumbent reports such shortfalls or surplus to Financial Management Officer and

Financial Management Specialist and recommends proposed procurement plans. Serve as Principal financial management advisor to Financial Management Officer (FMO) and Financial Specialist. Travels with the FMO to annual ICASS workshop.

- Perform independently, budget formulation/coordination, financial planning, allotment accounting and budget execution functions for International Cooperative Administrative Support Services (ICASS) and the Local Guard Program (LGP) budgets. This involves coordination with ICASS service providers, Mission's Senior Staff in preparation of annual and mid-year budgets. Responsible for collecting ICASS workload counts from all ICASS service providers, consolidate them, enter the data in the ICASS software and circulate workload counts and time distribution sheets to subscribing agencies for their approval. Complete ICASS traditional and LGP budget data calls, prepare initial and final budgets, explain to agencies' staff the reason behind any increase and/or decrease in the ICASS invoices and obtain agencies' concurrence on the ICASS invoices. Maintain ICASS reference files which contain official ICASS documents such as the ICASS Charter, MOU and annual subscriptions of services. Assists FMO section in preparing D&CP, Public Diplomacy, Machine Readable Visa, etc., initial and mid-year budgets. Manage ICASS employees' annual time allocation and workload counts; review workload counts and timesheets submitted by service providers. Manage relationships with ICASS subscribing agencies and Budget Committee members. Prepare charts, reports, what-if-scenarios, etc. for both Budget Committee and ICASS Council and Embassy's Senior Officers. Incumbent corresponds with Washington officials and agency staff on any agency disputes pertaining to ICASS bills. Inputs estimated distribution data and costs by object and by cost center in the ICASS software to generate temporary duty invoices for TDY personnel.
- Control all of the ICASS Traditional and DS/Local Guard Program (LGP) funds, which include verifying the accuracy of ICASS obligating documents, allotment accounting, assign correct ICASS strip code, establishing obligations by inputting the data in the Department provided software, and reconcile any financial discrepancies with GFSC. Constantly monitor and track funds availability and expenditures. Review un-liquidated obligations and adjust them as needed in accordance with Department of State standards and guidance. Annually, prepare the ICASS financials of the Mission Resource Request (MRR) data. As a pre-certification process, review, analyze, and clear State – ICASS payment vouchers.
- Prepare spending plans, track expenditures, ensure funds are not overspent, i.e. no violation of anti-deficiency Law. Prepare periodic funds status report for ICASS traditional and LGP accounts. Conduct funds variance analysis, advise Financial Management Officer and Financial Specialist on any deviation from budget vs. actual amounts.
- Make suggestions, recommendations, and advises the Financial Management Officer and Supervisory Financial Specialist on the general financial feasibility of proposed procurement plans and adequacy of financial plans and budget target.
- Review FS-477 charges to ensure transactions are legitimate for payroll and other disbursements and provide appropriate fiscal data. Obligate funds as needed to clear 477 charges.
- In the absence of the Financial Management Specialist, is responsible for the daily operation of the Financial Management Section.

(NOTE: A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.)

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Possession of a Bachelor's degree in Accounting or Finance.
Education may be substituted with experience in accordance with Department policy.
2. Minimum seven years of performing progressively responsible work of a program/technical/administrative nature, five years of which are in an accounting related field with emphasis on analysis and judgment abilities. At least three of the five years must be with the USG at the next lower level of this series or its equivalent.
3. Level IV (fluent) Speaking/Reading/Writing English.
Language skills will be tested.
4. Must have extensive knowledge of ICASS policies, regulations and procedures. In-depth knowledge of Department of State operations, Financial Management systems software, including Direct Connect, ILMS/Ariba, and other applications, such as budget formulation, financial planning, budget execution, allotment accounting and Management advisory services. Manage budgets for State/ICASS and Local Guards Program totaling \$13 million.
5. Strong interpersonal skills; ability to articulate well orally, in writing and explain complex budgetary/ICASS issues. Skills in the use of computer programs such as MS word, Excel and Access.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

NOTE: Only qualified applicants will be called for a test/interview.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position **must** submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174), which is available on the Embassy's websites: <http://nea.p.state.sbu/sites/kuwait> ; <http://kuwait.usembassy.gov> **OR**
2. A current résumé or curriculum vitae that provides the same information found on the UAE (DS-174) (see Appendix B); **OR**
3. A combination of both (i.e., Sections 1-24 of the UAE along with the listing of the applicant's work experience attached as a separate sheet; **AND**
4. Copy of high school certificate/university degree (per the qualification requirement above); **AND**
5. Copy of the Civil ID and passport (including the residence permit page); **PLUS**
6. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

SUBMIT APPLICATION (BEFORE THE CLOSING DATE) TO:

Human Resources Office
U.S. Embassy Kuwait
Bayan, Block 13, Al-Aqsa Mosque Street

OR

Email the application to: HROKuwait@state.gov

NOTE: Incomplete or late applications will not be considered.

POINT OF CONTACT

Human Resources Office
Telephone: 2259-1001

CLOSING DATE FOR THIS POSITION: COB March 24, 2014

The U.S. Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51% dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51% dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, (i.e., a direct-hire Foreign Service, Civil Service or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an

office of the American Institute in Taiwan (AIT), and who is under chief of mission authority); and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. An MOH does not have to be a U.S. Citizen.

5. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used

- F. Current Address, Day, Evening and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if yes, provide number*)
- H. U.S. Social Security Number and/or Identification Number;
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership & Recognition
- Q. Language Skills
- R. Work Experience
- S. References